Visiting Faculty Program

Frequently Asked Questions

Q - Are there any requirements for Fermilab employees?

A - The DOE does not impose requirements other than the co-investigator should be on staff at the national laboratory/facility and be willing to work with the faculty member during the 10-week VFP period (and mentor any invited and accepted students).

Q - Is US Citizenship required for Fermilab employees?

A - The national laboratory co-investigator does not need to be a U.S. citizen to participate in the Visiting Faculty Program.

Q - Are national lab staff allowed to submit multiple research project proposals, each proposal with a different faculty member?

A - Yes, this is allowed, as long as the staff member has time to work with multiple faculty and their students, if any.

Q - Can a 3rd institution (potentially R1 or R2) collaborate on the research project proposal?

A - It is acceptable for VFP faculty applicants to base their research proposals on aspects of work they performed with another academic institution (regardless of that other school’s Carnegie Classification).  For example, the results of that previous work might form part of the background section for the VFP proposal. The VFP faculty applicant might also want to continue working on the same topic, or a related topic, with the national lab co-PI, and that is fine.

Q – (faculty question) How much detail should be included when submitting the Research Interest form?

A – Please be thorough, but concise. We want to ensure that we understand your interests and how they align with Fermilab research projects.

Q – (faculty question) Do I need to contact Fermilab scientists/researchers prior to submitting the Research Interest form?

A – No, but you can if you’d like. Please complete the interest from as soon as possible so we have a record of your submission.

Q – What is an appropriate length for the research proposal?

A – There is a 6-pg limit in addition to a one-page cover page for the proposal. More information can be found here: <https://science.osti.gov/wdts/vfp/How-to-Apply/Submitting-a-Proposal-to-DOE>

Q - What is the appropriate format for the proposal?

A – Formatting information can be found here: <https://science.osti.gov/wdts/vfp/How-to-Apply/Submitting-a-Proposal-to-DOE>

Q - Will the 2021 VFP experience be help at Fermilab or virtual?

A – Final decisions will be made according to the state of the COVID-19 pandemic.

Q – (faculty question) What are the expectations of the visiting faculty? Are we expected to be on site for 10 weeks? Could we have frequent trips up to the lab?

A - If labs are fully open for business, WDTS does not anticipate allowing virtual internships or virtual VFP experiences. If labs are not fully open in Summer 2021, WDTS will make a determination about how it will operate its programs prior to the beginning of the Summer Term.

Q - (faculty question) Am I allowed to take vacation during the program?

A - The program does not include vacation or sick leave. You are not expected to be present on days that your laboratory is closed due to a holiday. Most laboratory research staff will help you design a schedule that is mutually agreeable. Participants must complete the full 10-week program.

Q - (faculty question) Is there any flexibility to the start and end dates of the summer session?

A - The dates can be somewhat flexible but we like to ensure there is general overlap amongst all internships for networking and professional development opportunities.

Q - The VFP requests two letters of recommendation for the faculty applicant. Can these letters be written by collaborators on the VFP proposal?

A – The letters of recommendation may be written by collaborators.

Q - What is the best way for to list additional collaborators on the proposal?

A - Guidance for the research proposal is at [https://science.osti.gov/wdts/vfp/How-to-Apply/Submitting-a-Proposal-to-DOE](https://urldefense.proofpoint.com/v2/url?u=https-3A__science.osti.gov_wdts_vfp_How-2Dto-2DApply_Submitting-2Da-2DProposal-2Dto-2DDOE&d=DwMFAg&c=gRgGjJ3BkIsb5y6s49QqsA&r=pFyYx25gK3Gz9jvk1n-dwQ5n5-Kf-5noeSjBuF6GCR0&m=tnW0alsPXFwyS7jv5gut4F20z66UNjZDBCw9agCApcg&s=SdVqc-lMo5LmJSZz1MK_E8VbUcROLxYwZHyPVAi4rr4&e=). The guidance explains how to identify collaborators:

"Experimental team: Use a table to list the name, institution, email address, and role of each participant (including any students) in the proposed activities. This section may also briefly mention directly-relevant previous work done by the team members."

Q - Do additional collaborators also need to provide CVs, or is it just the PI and Co-PI that need to provide CVs?

A - CVs are needed for the applying faculty member and the national lab co-PI. However, it’s acceptable to include CVs for the other collaborators as well.

If you have additional questions, please visit the [DOE Visiting Faculty Program website](https://science.osti.gov/wdts/vfp) or contact Kathrine Laureto at [klaureto@fnal.gov](mailto:klaureto@fnal.gov).